

Kyle,

Do you mind me asking what this is for? I have attached a copy of the hiring policies. I believe they cover what you are looking for.

101. Employment Policy: The goal of the City of Altus is to attract and retain the best qualified personnel available for positions in the classified service of the City of Altus. To achieve this goal, the City of Altus is committed to matching the talents and experience of each particular applicant with each specific job opening, without regard to race, color, religion, sex, age, national origin, disability or sexual orientation and to give full consideration to qualified disabled individuals and veterans.

Under Title 11 OSA, Section 9-105, Subparagraph 1, the Mayor has the sole legal authority to approve all personnel actions on City employees including hiring, transferring, promoting, firing, etc., except personnel actions on those employees (Department Heads) listed below which require Council confirmation.

City Administrator	City Attorney
City Engineer	Fleet Maintenance Director
Airport Director	Electric Superintendent
Fire Chief	Parks & Recreation Director
Planning Director	Finance Director
Sanitation Superintendent	Human Resource Director
Public Works Director	Utility Services Director
Information Systems Director	

It is the express policy of the City of Altus to continue efforts to assure that no discrimination exists in our employment practices and that an atmosphere free from harassment is maintained.

## 102. EQUAL OPPORTUNITY EMPLOYMENT POLICY:

102.01. Discrimination Prohibited: No employee of the City or person seeking employment with the City shall be appointed, promoted, demoted, removed, or in any way discriminated against because of race, color, sex, age, physical or mental handicap, political or religious opinion or affiliation, national origin or ancestry, marital or veteran status, or because of membership or lack of membership in any employee or labor organization. No person in a supervisory position responsible for personnel decisions, correction of work, assignment of employees, or other activities involving supervision of employees shall discriminate against any employee or prospective employee because of race, color, sex, age, physical or mental disability, political or religious opinion or affiliation, national origin or ancestry, marital or veteran status, or because of membership or lack of membership in any employee or labor organization. Any supervisor who discriminates against an employee or prospective employee shall be subject to disciplinary action in accordance with these regulations. Application of this non-discrimination policy shall include recruiting, hiring, layoff, discipline and discharge, promotion, demotion, transfer, compensation, training, and other terms, conditions or privileges of employment.

102.02. Complaint Procedure: If an employee or prospective employee feels that he has been discriminated against, he will file a complaint in writing within three (3) days through the Human Resource Director. The City Administrator or his designee will conduct or delegate the conducting of an investigation of the complaint and shall report to the person filing the complaint within thirty (30) days together with any recommendations for

corrective action if necessary.

102.03. Investigation and Settlement: The City Administrator or designee shall conduct a preliminary investigation and make an effort to reconcile the parties involved within thirty (30) days after the complaint has been filed. Nothing in the above procedure limits the City from using mediation to attempt to settle the dispute or requires the employee to exhaust this procedure prior to using other administrative remedies.

102.04. Applications Open: Applications for employment shall be open to all persons regardless of race, color, sex, age, sexual orientation, national origin or ancestry, political or religious affiliation, or physical and/or mental handicap. Positions may be unavailable due to relationships with others under the State and local nepotism laws and policies as set forth in Chapter 11.

102.05. Responsibility of Supervisor: It shall be the responsibility of each supervisor and/or Department Head to ensure that there is no discrimination against employees under his direction and control and to report any possible acts of discrimination through the Human Resource Director to the City Administrator to the Mayor. It shall also be his responsibility to ensure that there is no retaliation or coercion against anyone lawfully exercising his rights under the policy. For further information, see Professional Conduct / Anti Harassment Policy.

201. ELIGIBILITY FOR HIRE: Any person will be eligible for hire or promotion in the City service who:

201.01. Meets the minimum requirements established for the position for which they have applied as established in the job announcement or job description.

201.02. Is physically able to perform the required duties with or without reasonable accommodation and is not a direct threat to the health or safety of himself, fellow employees or the public.

201.03. Is not presently using alcohol or illegal drugs as demonstrated by a pre-employment drug test. Police Officer candidates must be free of illegal drugs for sufficient time to determine their fitness to perform. This will be validated by a background and/or polygraph exam.

201.04. Has not been dishonorably discharged from the Armed Forces.

201.05. Has not been convicted of or pled guilty to a felony or to a misdemeanor which would, in the opinion of the City, indicate unfitness for City employment. When determining unfitness, the City will look at the recency of the crime and the amount of time that has since transpired, the age of the applicant when convicted, the type of work to be performed and type of crime. No candidate who has been convicted of or pled guilty to a misdemeanor (other than a traffic or minor offense) or to any felony will be eligible to take examinations for employment in the Police Department. The City will review the facts surrounding those applying for positions in the Fire Department with prior misdemeanors but will exclude those with prior felonies.

Persons discharged and/or pardoned will not be considered for full time employment with the City of Altus until twelve months following completion of their pardon and/or discharge unless such person has completed

six full months in a part time position. Persons discharged and/or pardoned can be considered for part time positions at the time of their discharge and/or pardon.

This section shall not automatically apply to employees covered by collective bargaining agreements.

201.06. Does not have a record of previous unsatisfactory service in City employment or elsewhere, of such a nature to demonstrate unsuitability for employment in the position for which applied. Even if the record cannot be shown to be unsatisfactory, cannot offer suitable employment references and names to demonstrate current suitability.

201.07. Is not a member of the immediate family, by blood or marriage, of any elected official (governing body) or officer (Department Head under whom the applicant would be assigned) to three levels of consanguinity or affinity. Immediate family is defined as spouse, child, brother, sister, parents, step parents, aunts, uncles, nephews, nieces, or cousins of the elected official. See Section 1114 for further nepotism guidance relative to those related to City supervisors or potential conflicts of interest. In addition refer to the following nepotism chart:

201.08. Has not been discharged for cause from the City of Altus.

201.09. If a prior elected / appointed City official, will not be eligible for hire until one (1) year after his term expired or effective resignation date.

202. FILLING VACANCIES: When a vacancy occurs or when notice of resignation is received in a classified full-time or part-time position and the Department Head desires to fill the vacancy, the Department Head shall use the following procedures, unless, for the good of the service, the Mayor and City Administrator approve an exception with a specific vacancy. All appointments and promotions shall be made solely on the basis of talents and experience. In order to be actively considered for a position, a person must meet the minimum qualifications of the position as contained in the job description or job posting. All employment decisions that deviate from these policies must be approved by the City Administrator and all new hires in regular positions must be recommended by the Department Head, Human Resources Director and City Administrator then approved by the Mayor prior to beginning employment.

202.01. Job Requisition: The Human Resource Department shall begin the hiring procedures for a budgeted position as soon as the Department Head has reviewed/revised the job description. In the event a vacancy occurs which is determined by the Administration to be crucial to the effective productive functioning of that department and City business, regular hiring procedures may be waived.

202.02. Job Posting: The Human Resource Department shall send a description of the vacancy and its requirements to all departments. Each department will post this notice on the appropriate bulletin board for at least three (3) regularly scheduled working days.

202.03. Advertisement: The Human Resource Director shall advertise for applications in appropriate publications where necessary to attract qualified candidates. If the position can be filled by appointment from within the City service, no outside advertisement will be made. However, if

the Department Head determines that there are not sufficient applicants for consideration, he may recommend outside advertisement. The phrase "from within the City service" shall include part time and full time employees. (Ordinance 2002-16, May 16, 2002)

202.04. Applications: All applicants for City employment shall be filled on forms provided by the Human Resource Department. Any supplemental questionnaire, examination, or requirements for the position shall be indicated in the job posting and/or required of all applicants as part of the application process. Current employees must submit statements bringing their current application up-to-date in order to make application for promotional examinations. Applications shall be accepted only if a vacancy exists. Applicants must reapply for each and every vacancy. Faxed resumes will be accepted; however releases and a City of Altus application must be completed before an interview is scheduled.

202.05. City Preference: City employees who meet the City's requirements for the position will be given preference in filling the vacancy. City employees applying for vacancies shall undergo the same type of examination as prescribed for outside applicants. In the event that two or more City employees are equally qualified as determined by the Mayor and City Administrator and Human Resources Director for a job vacancy, seniority shall be the determining factor.

202.06. Interviews and Screening: The Human Resource Director shall screen all applicants and evaluate their experience, education, and qualifications to the specific duties and requirements as listed in the job description of the position to be filled. It shall be the intent of the City to select those persons for positions who best meet the requirements of the job. The Department Head with the opening within their work group shall conduct the interview with the candidates as applicable.

202.07. Competitive Examinations: Competitive examinations may be given if deemed necessary. They may be oral, written, physical ability, skills/performance testing, rating of experience and training, psychological evaluation or any combination of these. The criteria for competitive examination will be set forth in the class specification and job postings or other legal requirements as may be in existence.

202.08. Determining Type of Examinations: The Human Resource Director will select specific examinations which measure the applicants' ability to do the essential functions of the job and will be job-related and consistent with business necessity. For example, written exams will be administered where used by other agencies to measure the types of skills performed on the job. These have been used, for example, for such positions as police officer, firefighter, bookkeeper, etc. Oral exams will be used when the requirements of the job require communication skills. Performance examinations will be used to determine how well the candidate can perform a simulated or actual work function. Interviews will measure those aspects of the job that cannot be gathered in other forms of testing.

202.09. Evaluating Qualifications:

09.01. The Human Resource Director or designee shall prepare and administer evaluation procedures designed to select the best qualified applicant for each class of position. An objective rating system shall be established for evaluating the individual candidates. Evaluation procedures and ratings shall be retained in the Human Resource Department.

202.10. Use of Eligible Lists: Lists are only used by the Police Department. See the current Collective Bargaining Agreement.

202.11. Referral to Department Head: The top applicants will be referred to the appropriate Department Head after the Human Resource Director has reviewed the interview questions provided by the Department Head. The Department Head will select his choice for appointment after thorough and detailed interviews are conducted. The Department Head will advise the Human Resource Director of his selection.

203. APPLICANT RECOMMENDATION: Recommendations to hire a full-time employee shall be made by the Department Head or his designee from the applicants provided by the Human Resource Director. The Department Head shall give due consideration to all applicants provided to him. The Human Resource Director shall submit to the Mayor through the City Administrator the name of the Department Head's recommendation. In the case of a tie between a City employee and an outside applicant, the current City employee would be selected for the position. The Mayor shall authorize the Human Resource Director to make a job offer, schedule the physical and upon his passing the physical, be hired on a six (6) month probationary status.

203.01. Department Head Recommendations:

Recommendations to hire a Department Head as outlined in Section 101 shall be made by a City Council committee as appointed by the Mayor. The Council committee shall give due consideration to all applicants provided to them. They shall submit their recommendation to the Mayor for consideration to hire. The Mayor or City Administrator will make a job offer and forward the information to the Human Resource Director to schedule the physical and drug test. Upon passing these, he may be hired on a six (6) month probationary status.

204. DISQUALIFICATION OF APPLICANT: Applicants may be disqualified for consideration for positions for any of the following reasons:

204.01. Failure to meet minimum qualifications.

204.02. Fraud, misrepresentation, concealment, or dishonesty on the part of an applicant on the application form or during the examination process.

204.03. Unsatisfactory employment or personal record as determined by reference checks or failure to have satisfactory employment record.

204.04. Failure to follow instructions, or providing insufficient information on the application forms.

204.05. Failure to pass the pre-employment drug test.

204.06. Failure to reply to an inquiry within the specified time period.

204.07. Conviction of felonies and / or misdemeanors.

204.08. Failure to qualify on the examination.

204.09. Posing a direct threat to the health, safety or welfare of oneself, fellow workers, or the public.

204.10. Having a disability that cannot be reasonably accommodated without posing undue hardship.

205. POST - OFFER MEDICAL EXAMINATION:

205.01. Post offer employment physicals will be required

for every applicant to be hired for the City in a regular position. Such examinations shall be paid for by the City and shall be used to determine whether the applicant can perform the essential functions of the job with or without reasonable accommodation. The examinations shall be performed by a medical examination facility approved by the City of Altus. Medical files from this examination shall be maintained in the physician's office with a summary report provided to the Human Resource Director and will give a recommendation as to whether the employee is able to meet the requirements of the job description, and if any restrictions are necessary to determine any work restructuring or accommodations. Certain temporary positions may also require physicals.

205.02. Final Determination of Undue Hardship: The physician will make medical evaluations relative to physical/mental requirements of the job. Their evaluations are only recommendations. The Mayor with recommendations by the City Administrator will decide whether or not to make reasonable accommodations. Only in cases of emergency may an employee begin work prior to the medical examination, but employment is subject to passing such examination for continued employment.

205.03. Confidential Records: Reports and records of all physical, psychological, and mental exams shall be kept in the offices of the physicians or mental health practitioners with only a summary report provided to the Human Resource Director. These reports will be kept in a confidential medical file apart from the Personnel file. Should there be a dispute concerning the exam, or should a supervisor need to be informed as to the need of reasonable accommodation including job restructuring, the report shall be made available to the necessary legal and appropriate supervisory personnel in the City with the need to know.

205.04. Pre-employment Drug Screens: The City reserves the right to initiate pre-employment drug screens which, if performed, can be part of the screening of applicants. Any drug screen due to testing for reasonable suspicion will be governed by the City's policy on drug testing. Drug screens are not medical exams and may be administered prior to an offer of employment. If an applicant has a positive drug screen, a second drug screen will not be given for employment purposes.

206. PROMOTIONS: A promotion is described as; a movement from a job description having a lower pay grade to one having a higher pay grade. An employee upon being promoted shall be advanced to the nearest step in the new grade which will result in a minimum one step increase in base pay. An employee will not be eligible for promotion or transfer should it result in placing one individual as supervisor over a relative who is either related by affinity or consanguinity within the third degree.

206.01. Employees who are in the initial six months probationary period or promotional probation will not be eligible for transfer, promotion or change in positions until successfully completing probation.

206.02. Advancement Opportunities: Openings in the classified service will be announced to current employees. Notifications will be sent to City departments to post notice of position openings.

## 207. VETERANS' CONSIDERATION:

207.01. Every honorably discharged veteran from the Armed Services of the United States with six-months' service or more during a

period of war or armed conflict or two years of non-conflict service will be given additional consideration.

This section shall not apply to applicants for promotions, only those applicants who are classified as new-hires.

## 208. TESTING AND PROMOTIONS REQUIREMENTS FOR POSITIONS REQUIRING LICENSES FOR EMPLOYMENT:

These individuals shall comply with the Oklahoma State Department of Environmental Quality rules and regulations or Oklahoma Construction Industries Board rules and regulations on testing for licenses.

208.01. The City of Altus will pay the testing fees for the original test in each category as it applies to the employee's current field of work or as it is outlined in his written career plan developed by the employee and his Supervisor / Department Head. Should an individual fail the first test in each category, he shall pay for the testing fees for subsequent testing.

208.02. Failure to successfully pass the required test of an employee's current position could result in termination or demotion.

208.03. An Employee obtaining a specialized license which is applicable to his current field of work and above the required license for the position will earn an additional \$25.00 per pay period per license. Prior approval must be given by the Department Head for testing to qualify for additional pay.

### 208.04. GUIDELINES FOR COMMERCIAL DRIVERS LICENSE

Due to the passage of the Commercial Motor Vehicle Safety Act of 1986, it has become necessary to determine what the requirements are for City employees who must drive commercial vehicles to comply with the federal law.

The City will allow those employees who must obtain a commercial drivers license to take the examination during normal working hours and with City equipment if necessary provided they obtain prior approval from the Department Head.

The employee will be responsible for the cost of the license.

Department Heads should determine which class of commercial driver's license is required of each employee. Certain Public Works employees may also be required to obtain a Hazardous Materials (H) endorsement since they may drive vehicles carrying hazardous materials that require placards, or a tank vehicle endorsement (N) if they drive a vehicle carrying a tank carrying liquid, gas or powder.

Mechanics will be required to obtain a CDL even if they only operate the vehicle to test drive. There may be other positions that are required to have a CDL due to occasional driving of the commercial vehicles.

Drivers with Commercial Drivers Licenses must notify their employers and the State if they get any motor vehicle citation (except for parking citations) regardless of whether they were operating a commercial vehicle and regardless of whether the incident was job related. The

individual must indicate whether the violation occurred in a commercial motor vehicle.

The job descriptions or job announcement will indicate whether the possession of a CDL is required prior to employment or promotion. In the event that this is waived because of the needs of service, it will be incumbent upon the newly hired person to obtain this license in the first 30 days of employment.

If employees are not able to obtain this license within the first 30 days of employment or within a reasonable timeframe when circumstances exist preventing testing, they may be terminated from employment. A reasonable time in no event will exceed six months.

209. TRANSFER: Two Department Heads recommend a transfer of a consenting employee from a position of a class to another position in the same class upon mutual agreement, with the approval of the Mayor as recommended by the City Administrator, provided it is in the best interest of the City. The Mayor upon recommendation of City Administrator may involuntarily transfer an employee whenever it meets the needs of the service.

Thanks,  
Make it a Great Day!  
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